

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION AGENDA
Tuesday, November 10, 2020
City Council Chambers
401 Whitney Boulevard
6:00 pm**

ROLL CALL

Members:

Carl Gnewuch, CHM
Natalie Mulhull, VCHM
Andrew Racz
Paul Engelman
Robert Cantrell
Art Hyland
Alissa Maher

Staff:

Gina DelRose, Community Development Planner
Cathy Crawford, Administrative Assistant

MINUTES: Approve the minutes of the October 13, 2020 meeting.

PUBLIC COMMENT:

UNFINISHED BUSINESS: None

NEW BUSINESS:

2020-09: Boone County Historical Society, 605 N. State Street: Application of Anna Pivoras on behalf of the property owner, Boone County Historical Society, 314 South State Street, Belvidere, IL 61008 for a map amendment (rezoning) for 605 North State Street, Belvidere, IL 61008 from SR-6, Single-family Residential-6 District to I, Institutional District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. PIN: 05-26-262-008.

Staff (Approval); PZC (); CC-1 (); CC-2 ()

OTHER BUSINESS: None.

DISCUSSION:

Staff report

ADJOURNMENT

**CITY OF BELVIDERE
PLANNING AND ZONING COMMISSION**

Minutes

Tuesday October 13, 2020

City Council Chambers

401 Whitney Boulevard

6:00 pm

ROLL CALL

Members Present:

Carl Gnewuch, Chair
Natalie Mulhall, VCHM
Andrew Racz
Art Hyland
Alissa Maher

Staff Present:

Gina DelRose, Community Development Planner
Cathy Crawford, Administrative Assistant
Mike Drella, City Attorney

Members Absent:

Paul Engelman
Robert Cantrell

The meeting was called to order at 6:01 p.m.

MINUTES: It was moved and seconded (Racz/Hyland) to approve the minutes of the August 11, 2020 meeting. The motion carried with a 5-0 roll call vote.

PUBLIC COMMENT: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

2020-08: Lawton, 1316 West 12th Street: Application of property owner Mary Lawton, 1316 West 12th Street, Belvidere, IL 61008 for a variance at 1316 West 12th Street within the SR-6, Single-family Residential-6 District (Belvidere Zoning Ordinance Sections 150.105(B)(3)(F)(2)(D) Minimum Setbacks: Minimum Paved Surface Setback 3 feet and 150.909 Variance Review). The variance will allow for the required pavement setback to be reduced from 3 feet to 8 inches to allow for the existing driveway to be expanded.

The public hearing opened at 6:03 p.m.

Gina DelRose was sworn in. The case was published in the Boone County Journal on September 25, 2020 and certified mailings were sent to surrounding property owners on September 23, 2020. Ms. DelRose summarized the staff report dated October 7, 2020.

The applicant has requested a variance to expand driveway space. The plat was recorded in 1971 and depicts a storm sewer easement on the east side of the

property where the proposed expansion is located. The storm sewer, however, was installed in the 14th Avenue right-of-way when it was constructed (platted in 1975), rendering the easement unused. The property does not meet the minimum parking space requirements of the existing Zoning Ordinance which requires single-family detached residences to have a minimum of three off-street parking spaces. The requirement may be met by the use of garages and driveways. The attached garage currently is a one-car garage and the existing driveway is only large enough for one car; the garage is situated in a manner that would permit a 10.5 foot to a 8.8 foot expansion on an already narrow driveway (approximately 9 feet wide). The applicant is requesting the variance to allow for a 12.9 foot to 11-foot wide expansion. The minimum width of a single-car driveway is 10 feet wide. The variance will allow for the applicant to meet this minimum requirement with an additional foot to protect the side of the residence from possible contact.

Gina DelRose stated that many properties within the SR-6 District were developed under previous zoning ordinances and have either gravel driveways or driveways paved closer than three feet from the property line, or the garage has been widened to allow for an additional vehicle. Such adjustments are not possible with the subject property.

The proposed driveway could be reduced by one foot and still meet the required minimum width. Vehicle styles, however, are trending larger and with a majority of the expansion being along the existing garage wall, the applicant wants to be certain the wall is not damaged from contact with vehicles. Therefore, the variance request includes the additional foot to allow for the driveway to be 11-feet wide at its narrowest.

No evidence has been submitted to show that the variance would be detrimental to the neighborhood. The reduced pavement setback would still allow for adequate drainage from the driveway extension as long as the pitch meets the drawings submitted. Reducing the amount of on-street parking at the curve of the road would also improve safety.

Chair Carl Gnewuch invited questions from the commissioners to staff. There were none.

Carl Gnewuch invited questions for staff from the applicant. Seeing none, the Chair asked the applicant's representative if they wished to speak.

Penny Steadman, daughter and Power of Attorney for the applicant, said she only hoped the variance would be approved.

The public hearing was closed at 6:09 p.m.

It was moved and seconded (Mulhall/Maher) to accept the Findings of Fact as presented in the staff report. The motion carried with a 5-0 roll call vote.

It was moved and seconded (Maher/Mulhall) to approve the variance. The motion carried with a 5-0 roll call vote.

OTHER BUSINESS: Election of Officers:

City Attorney Mike Drella said that due to certain conflicts and previous commitments, Paul Engelman would not be able to accept the chairmanship of the Planning and Zoning Commission. While the position requires mayoral appointment, the appointment is made with the recommendation of the commission. The Mayor appointed the previously nominated Vice-Chair Carl Gnewuch as Chair. The position of Vice-Chair is now vacant and requires a nomination.

It was moved and seconded (Racz/Maher) to nominate Natalie Mulhall as Vice-Chair. The motion carried with a 5-0 roll call vote.

DISCUSSION: None

Staff Report:

Gina DelRose stated there would be a case brought to the November, 2020 meeting for a rezoning of the Funderberg House for the use of the space for Boone County Historical Society purposes.

Gina DelRose stated the Comprehensive Plan discussions have continued, albeit slowly in light of the Covid-19 crisis. All meetings have been done through email, electronic meetings, and by telephone. Ms. DelRose is currently reviewing chapters that have been completed to date and would forward those to the commissioners in the coming days.

Gina DelRose said the Belvidere Historic Preservation Commission is hosting a socially distant fundraiser. It will be a vehicle scavenger hunt through Belvidere and tickets are available at the Planning Department. The Hunt will be held on Saturday, October 17th, and adult as well as children's tickets are available.

ADJOURNMENT:

The meeting adjourned at 6:16 p.m.

Recorded by:

Reviewed by:

Cathy Crawford
Administrative Assistant

Gina DelRose
Community Development Planner

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

November 4, 2020

ADVISORY REPORT

CASE NO: 2020-09 APPLICANT: Boone County Historical Society, 605 N. State Street

REQUEST AND LOCATION:

The applicant, Anna Pivoras on behalf of the property owner, Boone County Historical Society, 314 South State Street, Belvidere, IL 61008 is requesting a map amendment (rezoning) for 605 North State Street, Belvidere, IL 61008 from SR-6, Single-family Residential-6 District to I, Institutional District pursuant to the Belvidere Zoning Ordinance Section 150.903 Amendment to Official Zoning Map. The subject property is 33,064 square feet in size and is currently developed with a large single family residence and detached garage (PIN: 05-26-262-008). See attached aerial photo.

BACKGROUND:

The three-story, 8,000 square-foot residence was built in 1906 for Katherine Rhinehart. Katherine Rhinehart was the daughter of Civil War General Allen Fuller, sister of Ida Fuller Hovey (namesake of Belvidere's Ida Public Library) and mother of Frank Rhinehart who constructed the Apollo Theater. The property was a notable residence when it was constructed and remains one of the most well-known residences in town.

In the 1930s it was purchased by another well-known family, The Funderburgs. Hugh K. and Alice Iles Funderburg raised their family in the home until the late 1970s. Although the property has been vacant for decades, it was still well maintained. In September 2019, K-B Farms, Inc. gifted the property to the Boone County Historical Society. The Society owns and oversees the artifacts/exhibits used by the Boone County Museum of History. The intent of the donation was for the property to be used as an extension of the museum by offering a community gathering space, small event venue, space for a local art gallery, additional exhibit rooms, etc.

In anticipation of allowing the public to enter the building, renovations such as repainting, refinishing the floors, HVAC upgrades, etc. have occurred. An architect has also been secured to design the remodeling to meet the required Americans with Disabilities Act.

In regards to parking, there is enough on-site parking for employees and a large enough area for drop-off parking. Due to the extra wide right-of-way of East Boone Street, an additional 16 on-street parking spaces can be created in addition to the significant amount of on-street parking found across from Big Thunder Park in front of the courthouse.

Land uses permitted by right in the Institutional District are not-for-profit recreational facilities such as gyms, swimming pools, libraries and museums. Schools, colleges, churches, nonprofit clubs and other similar land uses are also permitted. The property measures less than one acre which is too small to house many of the permitted land uses in the Institutional District. Parcels of this size are most likely to be developed by a funeral home, church, small library or museum. The Ida Public Library is two blocks away, the Boone County Courthouse and Public Safety Building are both a block away and there are numerous churches scattered through the city in predominantly residential neighborhoods. Institutional land uses are land uses that have traditionally been located in or near residential areas.

FINDINGS OF FACT:

Per Section 150.903 (D) of the City of Belvidere Zoning Ordinance, the criteria for granting an Amendment of the Official Zoning Map are as follows:

A. Existing uses and intensities of property within the general area of the property in question.

Findings:

Subject property: Single family residence

Adjacent property:

North, South and West: Single family residences

East: Big Thunder Park

The property is on the western edge of the Courthouse Square neighborhood. The Courthouse Square neighborhood consists of residential properties developed around the Boone County Courthouse and Public Safety Building (both institutional uses). To the east is Big Thunder Park, a 3.8-acre public park that was historically used for events and social gatherings and now acts a neighborhood park for families.

There are scattered commercial land uses along North State Street near the property but the North State Street Commercial Corridor does not begin until a quarter mile north, near the intersection of North State Street and Harrison Street.

B. The zoning classification of property within the general area of the property in question.

Findings:

Subject property: SR-6, Single-family Residential-6 District

Adjacent property:

North, South, East and West: SR-6, Single-family Residential-6 District

Although the property is near a mix of commercial, residential and institutional land uses, all of the adjacent property is zoned single family residential. Within 400 feet of the property there are four properties zoned commercial or institutional.

C. The suitability of the property in question for the uses permitted under the existing zoning classification.

Findings: The property is suitable for the existing zoning classification (Single-family Residential-6 District) in its current state with the existing improvements.

The property is developed with a large single-family residence and detached garage. Although the property has been vacant for decades, it has been well maintained and is still habitable.

The house is three stories and approximately 8,000 square feet. It is unknown if the current housing market would support such a large residential structure or conversion into multi-units.

- D. The trend of development, if any, in the general area of the property in question, including changes (such as the presence of new roads or other infrastructure, additional development, annexation, or other zoning changes), if any, that may have taken place since the day the property in question was placed in its present zoning classification and that make the property more appropriate for a different zoning district.**

Findings: Changes that make the property more appropriate for a different zoning district have not taken place since the property was placed in its present zoning classification.

Belvidere adopted its first zoning ordinance and zoning map in 1956. The majority of the Courthouse Square neighborhood was established in the late 1800s and early 1900s although extensive remodeling and redevelopment has occurred at the nearby courthouse, public safety building, gas stations, churches and nearby Ida Public Library. Some of these institutional land uses date back to when the subject property was developed. The extra wide right-of-way for East Boone Street was created to accommodate nonresidential traffic leading into Big Thunder Park and the courthouse square.

Although the property is developed as a single-family residence and can continue being used as such, institutional land uses have been a part of the neighborhood since its original development.

- E. Whether the proposed amendment is consistent with the plans and policies of the Comprehensive plan adopted by the City of Belvidere.**

Findings:

Subject property: Neighborhood Business and Single Family

Adjacent property:

North and South: Neighborhood Business and Single Family

East: Neighborhood Business

West: Passive Recreation

The proposed rezoning is not fully consistent with the plans and policies of the Comprehensive plan adopted by the city. The subject property is designated a mix of commercial and residential by the City of Belvidere's Comprehensive Plan, adopted November 10, 1999. The Single-Family Residential land use category encourages sewered, single-family residential development at densities up to five (5) dwelling units per acre. The Neighborhood Business land use category encourages residential, office and neighborhood supporting institutional and commercial uses preserving the residential character through building scale, building appearance, landscaping and signage. Although the neighborhood business category allows for institutional land uses, the Comprehensive Plan does not call-out future institutionally zoned properties unless a school or church has purchased property for future use.

The Comprehensive Plan anticipated the western half of the property converting to a commercial land use. This was most likely due to the stretch of North State Street being bordered by the North State Street Commercial Corridor to the north and the City's downtown commercial district to the south. Typically, aside from properties along commercial corridors, the Comprehensive Plan depicts a minimal amount of zoning changes in Belvidere possibly due to abundance of land surrounding Belvidere that makes infill development less popular.

The current Zoning Ordinances does not allow institutional uses outside of the Institutional and Central Business zoning districts. Prior to the adoption of the current Zoning Ordinance in 2006, institutional land uses were allowed in residential and commercial districts, depending on the specific land use. An argument could be made that, at the time the Plan was drafted and approved, Belvidere did not intend to prevent community supported businesses such as a museum from locating in the neighborhood. Institutional uses are usually zoned on a lot by lot basis.

F. Whether the proposed Official Zoning Map amendment furthers the purposes of the Zoning Ordinance and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).

Findings: The proposed Official Zoning Map amendment will further the purposes of this Chapter and the applicable rules and regulations of the State of Illinois and the Federal Emergency Management Agency (FEMA).

The applicant needs to meet the requirements of all codes and regulations.

G. Whether a mistake was made in mapping on the Official Zoning Map or if an area is developing in a manner and purpose different from that for which it is mapped.

Findings: This does not apply to this case.

SUMMARY:

The planning staff believes that the proposed rezoning and use for the subject site is not more intense than the other uses in the general area. The property has a significant history in Belvidere and by allowing it to be used for institutional purposes, its legacy will continue. Although the intent is not to provide on-site parking, in order to preserve the aesthetics of the property, there is significant on-street parking nearby and the ability to create additional on-street parking adjacent to the property.

RECOMMENDATION:

The Planning staff recommends the approval of case number 2020-09 to rezone 605 N. State Street from SR-6 Single-family Residential-6 District to the I, Institutional District.

Submitted by:

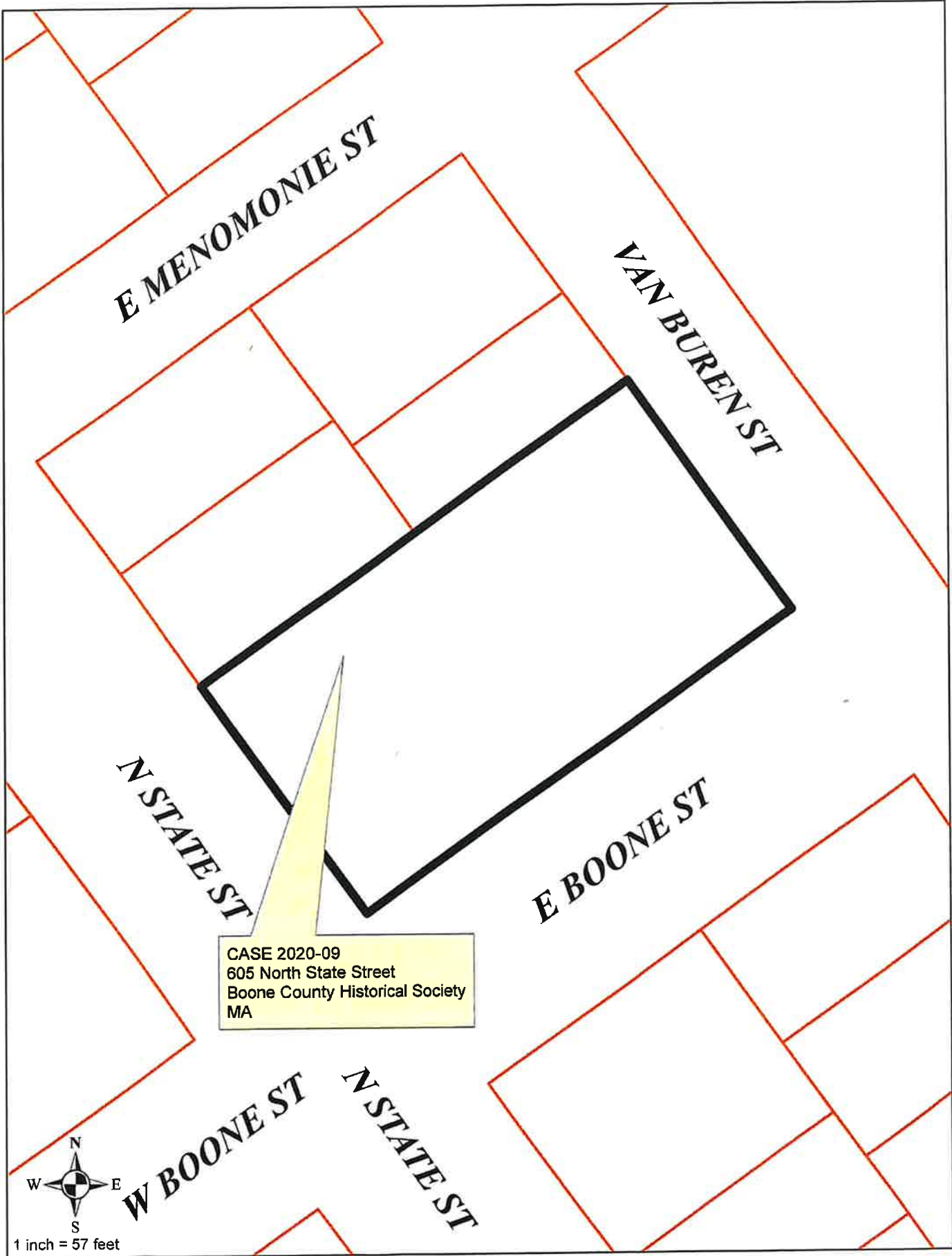

Gina DelRose, Community Development Planner

PLANNING AND ZONING COMMISSION/CITY COUNCIL ACTION

The Planning and Zoning Commission shall make and forward findings of fact as to the whether the proposed map amendment furthers the purposes of the Zoning Ordinances and make a recommendation to the City Council. The City Council shall review the findings and recommendation and may accept or reject the findings and recommendation of the Planning and Zoning Commission in whole or in part; or the City Council may refer the matter back to the Planning and Zoning Commission for further consideration. Any approval shall be considered the approval of a unique request and not be construed as precedent for any other proposed map amendment.

ATTACHMENTS

1. Location Map by Planning Staff.
2. Aerial photo by Planning Staff.
3. Zoning Map by Planning Staff.
4. Narrative submitted by Applicant.
5. Letter submitted by Boone County Historical Museum District board member.
6. Site plan and floor plans submitted by Applicant.
7. Letter submitted by Amanda Mehl, Boone County Health Department dated October 26, 2020.
8. Memo submitted by Brent Anderson, Belvidere Public Works Department dated October 27, 2020.



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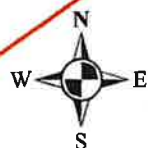
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CASE 2020-09
605 North State Street
Boone County Historical Society
MA

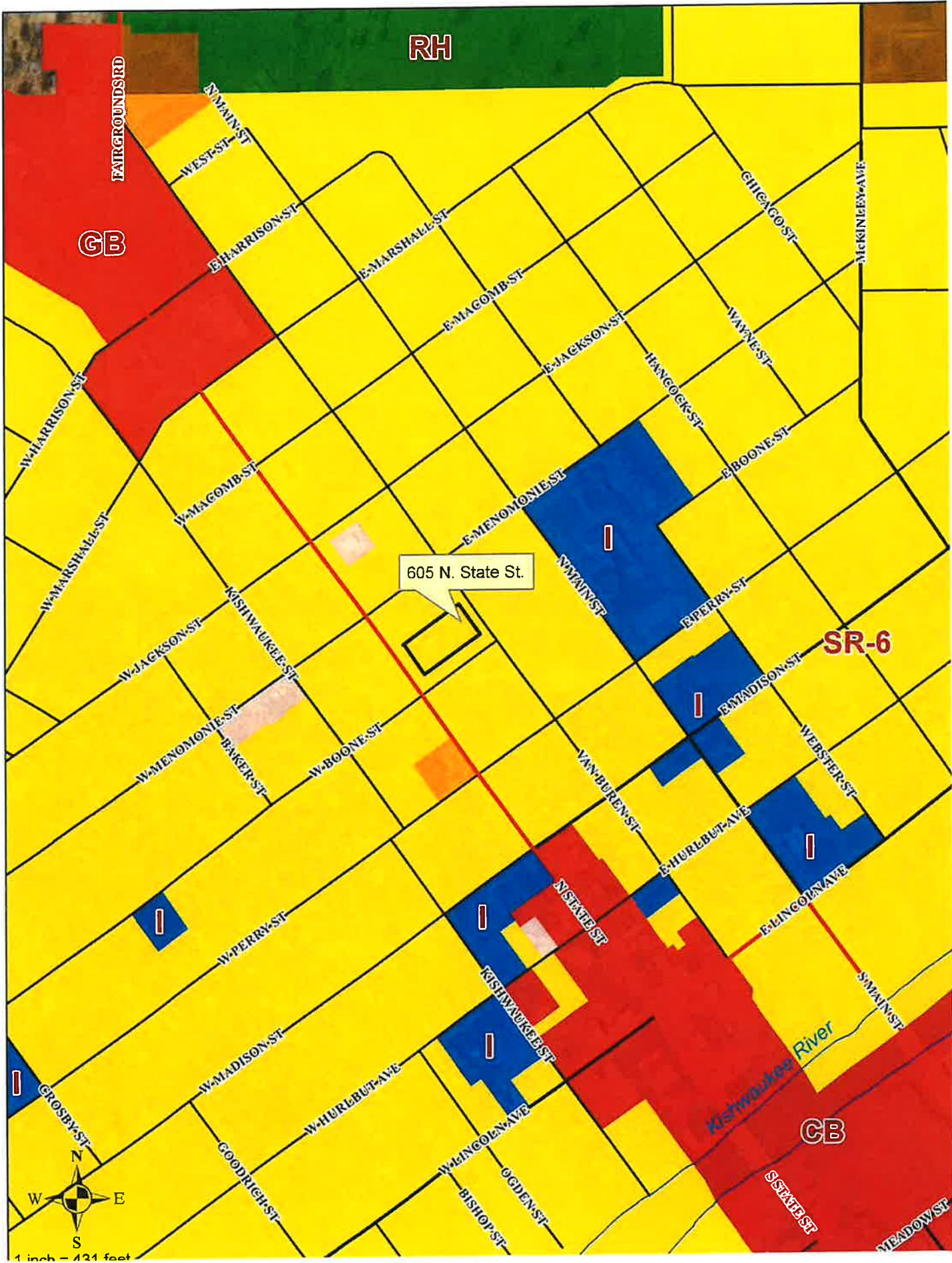


1 inch = 57 feet



CASE 2020-09
605 North State Street
Boone County Historical Society
MA

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1 inch = 46 feet



RH

GB

605 N. State St.

SR-6

GB

1 inch = 431 feet

Application for Zoning Change
605 N. State St. Belvidere, IL 61008
"The Funderburg House"

Dear City of Belvidere Community Development,

The Boone County Historical Society located in Belvidere, Illinois, is requesting a zoning change for the property located at 605 N. State St. Also known as The Funderburg House. The 1906, 3 story mansion was donated to the Historical Society in December, 2019 along with a monetary donation to cover renovation expenses. The home, plot of land, and funds were donated by K-B Farms, Inc, with the intent of the Historical Society to utilize the property as a historic house museum, small event venue, and community gathering space.

In order to transform the residential historic home into a public-use building, an architectural firm has been called upon. A design has been created to allow for the first floor to become ADA compliant, as well as alterations to be made to the driveway to accommodate an elevator lift. Currently, these plans are being prepared to go out to bid. The Historical Society hopes to begin renovations shortly, in order to have the home ready for public visitors in Spring, 2021. The plan will allow the first floor of The Funderburg House to be safely accessible, while making the fewest alterations on the structure and historic attributes of the house as possible.

The home at 605 North State is located amongst several non-residential, high-traffic properties including Big Thunder Park, the Boone County Courthouse, Public Safety Building, and several State Street businesses. We hope that our location and proximity to commercial real estate will make the property a good candidate for rezoning from Single Family Residential district to Institutional district.

In addition to being located near a business district, the home is also well suited for parking. The property has an existing long L-shaped driveway that has access to both State Street and Boone Street. The drive-through driveway would allow for visitor drop-off if necessary. There is also a spacious garage area that could accommodate staff parking. State Street is already equipped with on-street parking along the front of The Funderburg House property. We know that city right-of-way is traditionally 66ft wide. Fortunately, Boone Street is 100' wide, allowing for ample on-street parking without disrupting traffic. Typically, street pavement is between 33ft and 38ft wide, and Boone Streets paved width is larger at 50ft. We will gladly work with the City of Belvidere to configure the best arrangement of on-street parking as we move closer to opening to the public. We have not yet established an occupancy limit, but hope that with on-street parking and near-by public parking lots, we will have an adequate amount of spaces.

Creating the best possible design for on-street parking is of utmost importance as we proceed with plans to create The Funderburg House. We realize that there could be

opportunity to utilize the yard as a parking area, however, we wish to keep the historic value, and aesthetic beauty of the grounds intact as much as possible. Paving any portion of the lot for parking spaces would detract from the outdoor areas of the home as a museum and venue, and compromise our desired ambiance.

As mentioned above, we intend to create a historic house museum, as well as host events. The primary use of the 2nd and 3rd floors will be the museum components. Bedrooms will function as galleries, telling the stories of Belvidere Women's Seminary, Civil War General A.C. Fuller, Humanitarian Katherine Rhinehart, Apollo Theater entrepreneur and WWI veteran Frank Rhinehart, prominent citizens Hugh K. and Alice Iles Funderburg, as well as their family and myriad business ventures. There is also a possible event space on the third floor, that could be multi-functional.

There are two larger spaces on the second floor that we hope to offer to the Boone County Arts Council as a local artist's gallery. The first floor of the home will primarily be used as event space, while showcasing select pieces of art, objects, and furniture for the public to view. Possible events that we expect to host include guided and self-guided tours, art openings, themed dinners, wine-tasting events, indoor and outdoor game events, historic presentations and lecture series, concerts, etc. We also plan to offer the larger spaces inside and outside the house for meetings and private parties, including small weddings, showers, and family/class reunions.

On behalf of the Boone County Historical Society, I would like to thank you for your time and consideration in our application for re-zoning the property at 605 N. State Street.

Respectfully Submitted,



Anna Pivoras

Boone County Museum of History
Executive Director
815.901.4966
director@bcmuseumofhistory.org

4 October 2020

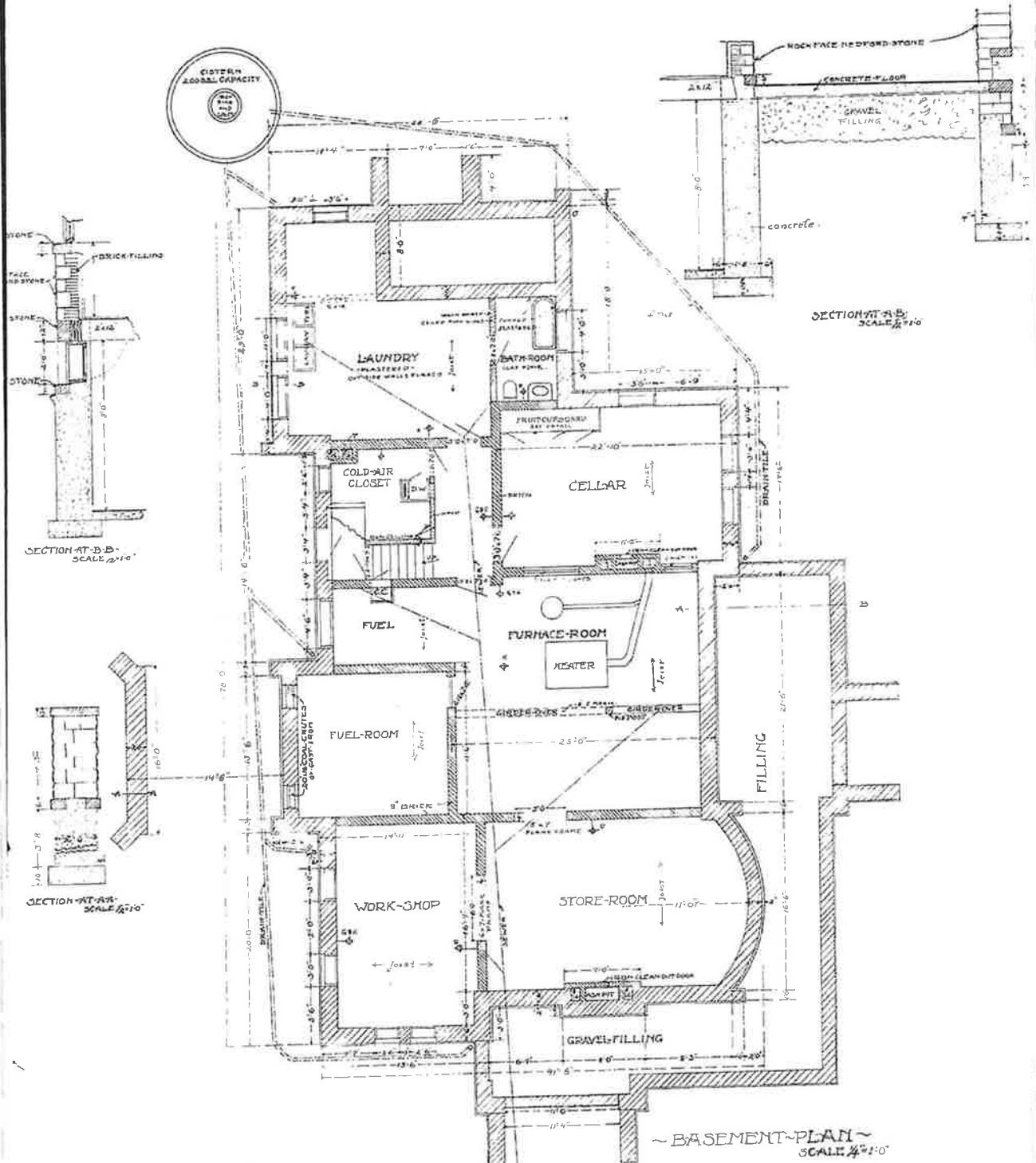
City of Belvidere
Mayor Mike Chamberlain
410 Whitney Blvd
Belvidere, IL. 61008

Dear City of Belvidere and Mayor Chamberlain,

Our community has been blessed over the years with many generous families and community leaders, the Funderburg family and KB Farms certainly among them. 605 North State Street was donated to the Boone County Historical Museum to begin 2020 after sitting empty for many years. The Museum endeavors to provide our city and our community the opportunity to enjoy a unique and historical Belvidere property. Having grown up only two blocks away, I believe that restoring and updating this property will provide our city with a wonderful attraction for young and old alike and serve as a destination for many various uses and functions for generations to come. As executor for my parents estate and owner of 805 North State Street, I strongly support the change of property tax status for this property. A 501c3 charitable organization, the Boone County Historical Museum District received this outstanding contribution and is committed to its development as a multipurpose Museum asset. I would respectfully ask for the City's support for the change in property tax status. Thank you in advance for all that is being done to make Belvidere and Boone county a wonderful place to live, work and raise our families.

Sincerely,

John Wolf



SECTION AT B-B
SCALE 1/4" = 1'-0"

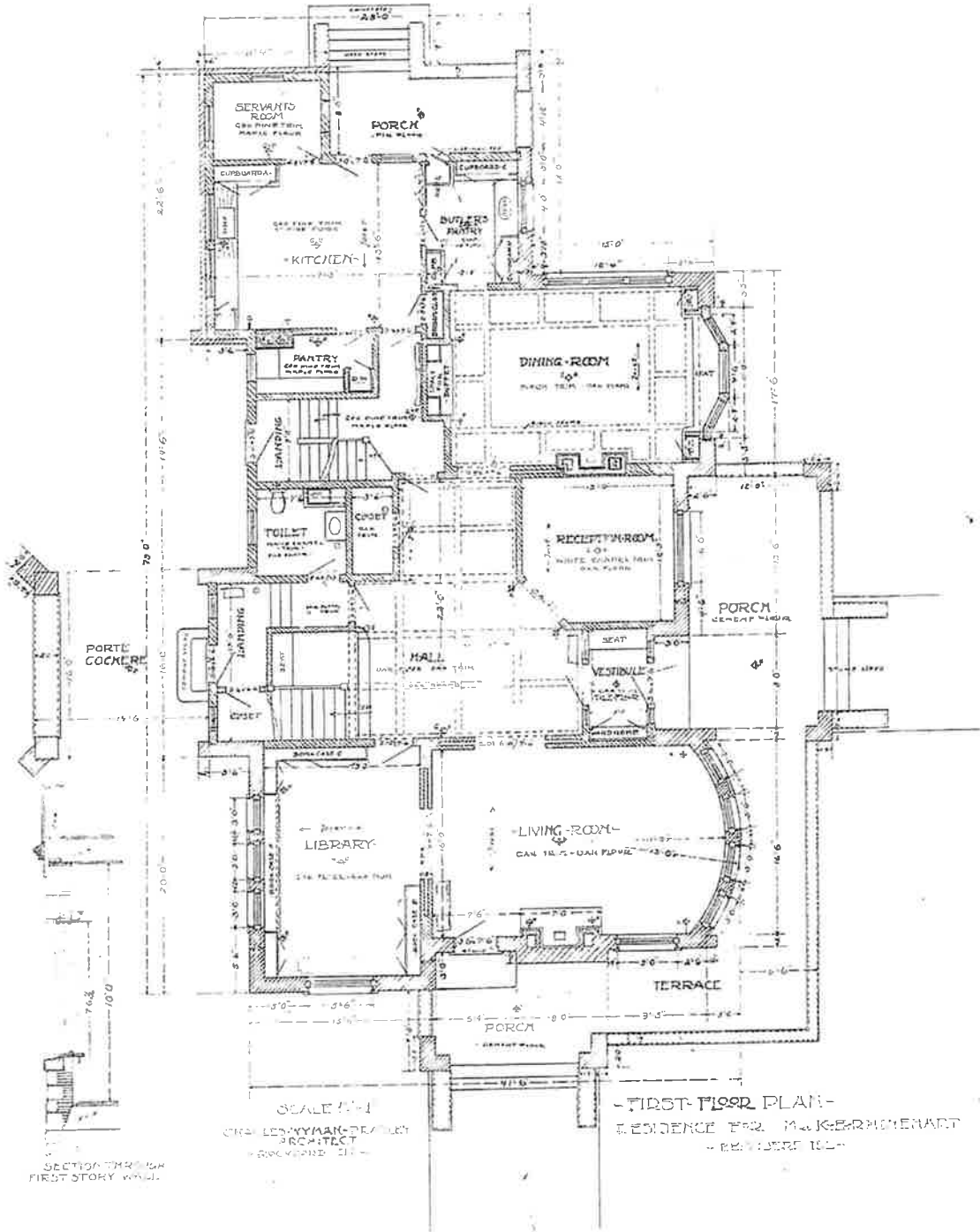
SECTION AT A-A
SCALE 1/4" = 1'-0"

SECTION AT B-B
SCALE 1/4" = 1'-0"

~ BASEMENT PLAN ~
SCALE 1/4" = 1'-0"

CHARLES WYMAN BRADLEY
ARCHITECT
ROCKFORD ILL.

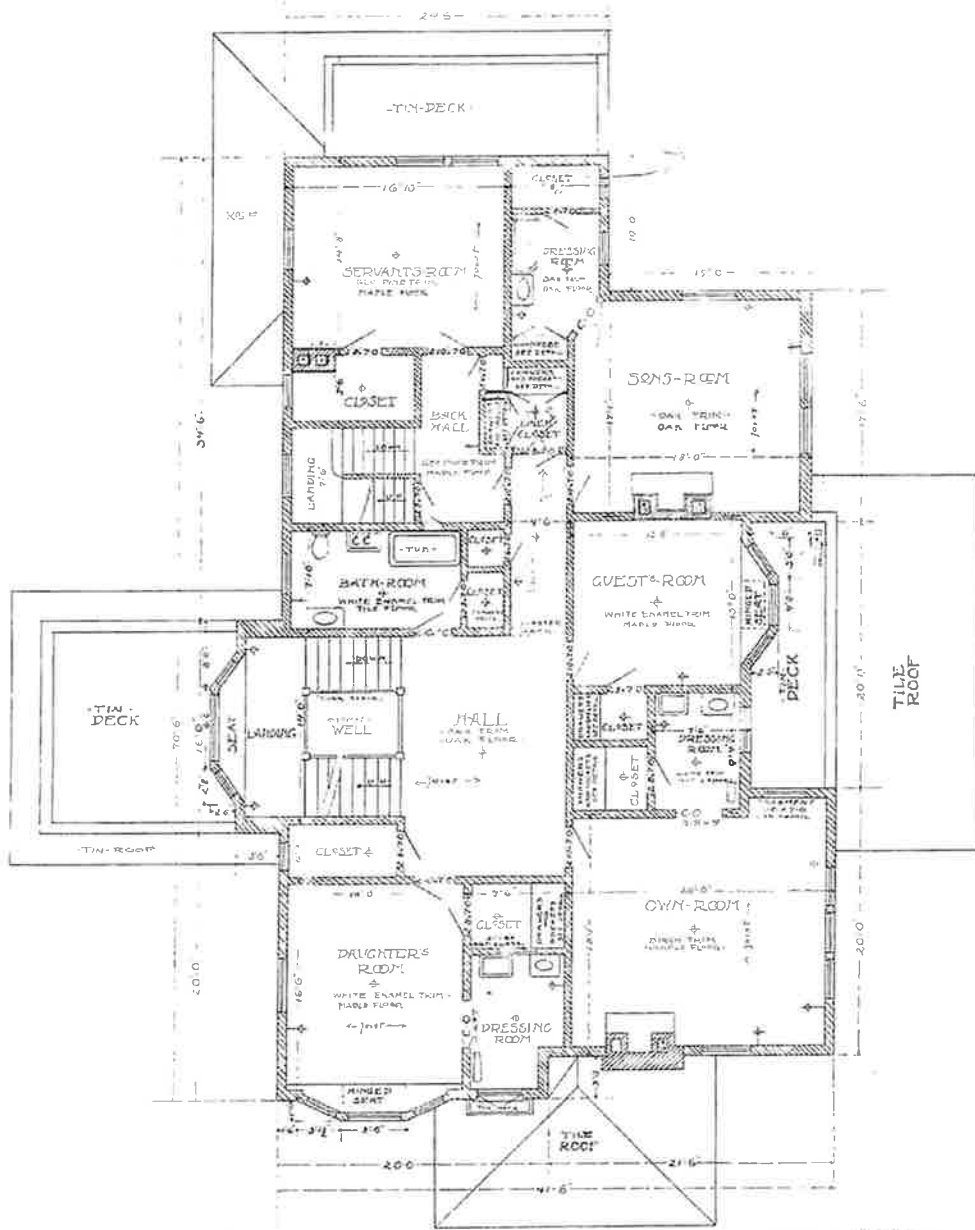
RESIDENCE - FOR - MRS K. B. MICHART
BELVIDERE ILL.



SECTION THROUGH FIRST STORY WALL.

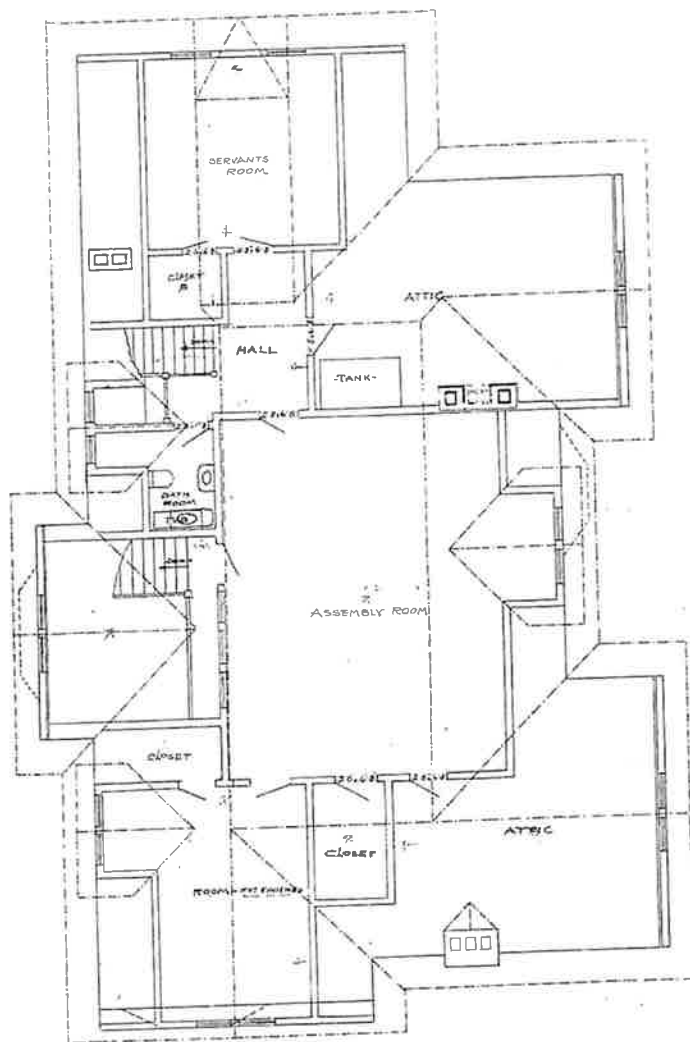
SCALE 1/4" = 1'-0"
 CHAS. LYMAN BRADLEY
 ARCHT.
 ROCKVILLE, MD.

- FIRST FLOOR PLAN -
 RESIDENCE FOR MR. KERTHMANART
 - BERMUDA ISL. -



CHARLES WYMAN-BRADLEY
 ARCHITECT
 ROCKFORD - ILL.

SECOND FLOOR PLAN
 SCALE 1/4" = 1'
 DESIGNED BY MRS. K. E. RHINEHART
 BELVIDERE - ILL.



SUPPLEMENTAL
 -ROOF AND ATTIC PLAN -
 SCALE 1/4" = 1'-0"



Public Health
Prevent. Promote. Protect.

Boone County Health Department

1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.

October 26, 2020

FAX: 815-547-0789

Gina DelRose
Community Development Planer
401 Whitney Blvd Suite 300
Belvidere, IL 61008

Re: 2020-09; Boone County Historical Society, 605 North State Street

Dear Gina,

We are in receipt of the map amendment request for 605 N. State St. Belvidere, IL 61008 to change from a Residential-6 to an I, Institutional District.

The Boone County Health Department has no comments.

Please let us know if you have any questions or concerns at (815) 544-2951 ext.2 or info@boonehealth.org

Thank you,

Amanda Mehl
Administrator

MNG

Memo

To: Gina DelRose, Community Development Planner
From: Brent Anderson, Director of Public Works
Date: 10/27/2020
Re: Case #2020-09: Boone County Historical Society, Funderburg House

Having reviewed the above referenced case, I would offer the following:

1. The narrative for the Zoning Change references on-street parking and the additional width of East Boone Street adjacent to the property. The existing 50' of pavement width will accommodate angle parking on one side of the street and parallel parking on the other for a total of 16 parking spaces.

BELVIDERE

Community Development Department Planning Department

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 (815) 547-7177 FAX (815) 547-0789

October 2020 Monthly Report

Number	Project	Description	Processed
Belvidere Projects			
1	Cases: October	1316 W. 12th Street, VAR	9/10/2020
1	Cases: November	605 N. State Street, RZ	9/25/2020
2	Annexation	Plote, 4654 Townhall Road Plote, Irene Rd and US Route 20	
0	Temporary Uses	None	
3	Site Plans (New/Revised)	Anderson Funeral Home	10/5/2020
		1125 N. State Street, Extreme Clean	10/19/2020
		1943 N. State Street, Restaurant	10/30/2020
0	Final Inspection	None	
2	Downtown Overlay Review	407 S. State Street, wall sign 404 S. State Street, canopy sign	10/5/2020 10/29/2020
9	Prepared Zoning Verification Letters	309-311 Rebecca Road PIN: 05-22-426-063 321 N. State Street 730 Landmark Drive 218 W. Hurlbut Avenue 416-418 Glenwood Drive 1407-1409 Maryland Court 1428-1430 Whitney Boulevard PIN: 05-26-153-038	10/6/2020 10/7/2020 10/7/2020 10/7/2020 10/9/2020 10/15/2020 10/15/2020 10/20/2020 10/28/2020
0	Issued Address Letters	None	
	Belvidere Historic Preservation Commission	The Commission approved reimbursements for the 2 Landmark Property Maintenance Grant recipients totalling \$3,711.00. Staff has reviewed the first draft of the Courthouse Square Phase III Survey and continues to submit required monthly and quarterly documentation. The Commission will review the final draft at their next meeting before it is presented to the City Council.	
	Heritage Days	None	
	Hometown Christmas	The planning committee continues to discuss different options.	

Planning Monthly Report Cont.

Buchanan Street Strolls

Reimbursements were issued for cancelled days.

Poplar Grove Projects

0	Cases: October	None	
1	Cases: November	15878 Poplar Grove Road, RZ	10/28/2020
0	Issued Address Letters	None	
0	Prepared Zoning Verification Letters	None	

Scanned Plats: E-mail, Print and/or Burn

1	Recorder's Office
7	Other Department
0	General Public

The 2020 Census has been completed. For self-response rates, Illinois was ranked #7 for states, Boone County was ranked #5 for counties within the State of Illinois and Belvidere was in the top 23% of cities within the State of Illinois. The response rates were: Illinois- 71.4%, Boone County- 78.7% (up 3.8% from 2010) and Belvidere- 77.8% (up 4% from 2010).

Census

Planning Department Current Duties

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions and boards

Prepare deposits and purchase orders for bill payments

*Staff participated in the Chamber of Commerce's Trunk or Treat

*Staff continued to participate in the County's bike path grant application

*Staff is working with R1PC on a Local Foods Grant

CITY 2020

Date	Planner	Case	Request	Petitioner/ Address	PZC	CC1	CC2
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Nov

9/25/2020	GD	2020-09	MA	Boone County Historical Society 605 North State Street	11/10/2020	11/16/2020	12/07/2020
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Dec

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Variation	2
Map Amendment	1
Subdivision	
Special Use	4
Annexation	1
Text Amendment	1
Temporary Use	
Appeals	
Total	9